

Appendix B
Great Lakes National Program Office Team Mission Statements

GLNPO Team Mission Statements

Management Team

The purpose of the Management Team is to lead the United States' Great Lakes Program and to manage GLNPO in a manner that steers public and private actions to protect and restore the Great Lakes ecosystem and improves the quality of life for its citizens. The management team functions to:

- Continue to build relationships with external partners to foster and promote Great Lakes ecosystem protection and establish the strategic direction together with multi-year and annual priorities for the Great Lakes Program and for GLNPO.
- Link annual team performance agreements that set ambitious and achievable goals consistent with GLNPO's mission and the Great Lakes Program strategic plan with Agency and Regional performance management processes.
- Secure resources through the Agency budget process, prioritize funding and resource needs, allocate resources among the implementing teams, and ensure financial integrity and accountability in all GLNPO activities.
- Effectively guide individuals in career development, coordinate team activities, and develop specific milestones to accomplish the office-wide mission.
- Target specific office-wide performance areas for improvement and monitor progress.
- Ensure implementation of the GLNPO Health, Safety and Environmental Compliance program.

Planning and Budget Team

The purpose of the Planning and Budget Team is to facilitate informed planning, budgeting, and resource management by GLNPO's Management Team. Function of the team are to:

- Secure resources for GLNPO through the Agency's planning and budgeting process for Great Lakes priorities so that GLNPO teams will have sufficient resources to support those priorities.
- Develop program priorities and funding process (funding guidance).
- Coordinate development of and track the internal GLNPO operating budget.
- Analyze Great Lakes National Program resource utilization to support appropriate planning, management, and accountability.
- Identify processes in need of improvement/management action.
- Coordinate grants process to expedite funding. Provide relevant grants financial information (from preproposal stage to closeout (as appropriate)) for internal and external agency release.

Communications and Reporting Team

The Communications and Reporting Teams mission is to disseminate information on the state of the Great Lakes ecosystem and on efforts by various parties in the protection, management and restoration of the Great Lakes Basin. This includes activities to:

- Communicate in an accurate and timely fashion GL basin-wide programs, with special emphasis and priority on GLNPO-originated programs,
- Develop and maintain a collection of publications for general public consumption, including the annual Report to Congress, describing GLNPO and its activities as well as the relevant activities of other partners in the GL Program,
- Provide GLNPO-wide briefing materials for staff use in preparation for public-oriented meetings,
- Develop and maintain devices for communicating the GL Program, such as a slide catalog, videotapes, and displays,
- Provide support to basin-wide education programs, including the Cities Tour of the R/V Lake Guardian, the Great Lakes, Great Minds teacher's workshops, etc.,
- Consult on major GLNPO technical reports, publications and presentations to ensure relative uniformity in quality and compliance with publication regulations, and
- Facilitate, with the Information Management and Data Integration Team, the uploading of as much GLNPO-generated data into the GLNPO Gopher/GLIN/ CIESIN/REIS systems.

Ecological Protection and Restoration Team

Ecological Protection and Restoration Teams mission is to effectively and efficiently protect, restore, and enhance the habitats needed to sustain a healthy and diverse Great Lakes ecosystem. This includes activities to:

- Plan, coordinate and implement effective restoration and protection activities throughout the Great Lakes ecosystem,
- Acquire and disseminate information about ecosystem protection and restoration techniques and activities throughout the Great Lakes ecosystem,
- Award grants to organizations and individuals for protection and restoration projects throughout the Great Lakes ecosystem, and
- Tackle special assignments from EPA Headquarters or the Director as needed.

Environmental Monitoring and Indicators Team

This Team is primarily accountable for assessing and reporting on the present status and trends of the environmental quality of the Great Lakes ecosystem. Major areas of responsibility include planning, monitoring, research and outreach.

Several goals and their products or environmental results are recognized for this Team, and they are summarized below.

- Planning: This Team will 1) lead U.S. efforts to establish international strategic monitoring plans for each of the Great Lakes, and will translate those plans into specific GLNPO monitoring plans; 2) actively support international efforts to establish ecosystem objectives and to identify appropriate environmental indicators for the Great Lakes; and 3) Develop comprehensive work plans and quality assurance plans for specific special studies.
- Monitoring: This Team will conduct or oversee field sampling operations and laboratory analyses to implement specific monitoring plans or special studies. Data analysis, interpretation and reporting are recognized as inherent functions of a comprehensive monitoring program.
- Outreach: This Team will exchange data and interpretive information with both internal (EPA) and external (other agencies, states, public, scientific community, etc.) clients through a variety of vehicles, including indicators reports, scientific publications, technical advice, data reports, etc., and will work in close cooperation with the GLNPO Communications and Reporting Team.
- Research: This team will identify and conduct or oversee important research activities required to develop new tools for monitoring the Great Lakes ecosystem, to develop and test environmental indicators, and to understand critical components of the Great Lakes ecosystem.

Sediment Assessment and Remediation Team

The Sediment Assessment and Remediation Teams purpose is to reduce the impacts of contaminated sediments on the Great Lakes ecosystem. Specific functions include:

- Perform and provide support for sediment assessments throughout the Great Lakes.
- Provide support for sediment based mass balance modeling activities.
- Provide support for sediment based risk assessments.
- Provide technical support toward the selection and implementation of remedial alternatives.
- Foster partnerships between Great Lakes stakeholders to promote sediment clean-up activities.
- Active involvement in setting of policy and direction for the Great Lakes contaminated sediment Program.

Pollution Prevention Team

The Pollution Prevention Teams purpose is to lead in the development, coordination and implementation of the Virtual Elimination Project, and the U.S. - Canada Binational Strategy. To initiate P2 ideas and projects, to lead and coordinate GLNPO pollution prevention efforts; to set the P2 agenda. To serve as the coordinating body within GLNPO to Regional and national pollution prevention efforts.

Health, Safety & Environmental Compliance Team

The Health, Safety & Environmental Compliance Teams purpose is to manage the GLNPO's Health, Safety and Environmental Compliance program in accordance with all applicable regulations and policies defined in the GLNPO Health & Safety Manual and the Region 5 Safety Manual. To provide a safe, secure and healthy work environment for all GLNPO and affiliated employees within all GLNPO facilities. Its major functions are to:

- Conduct Quarterly Meetings To Promote Office Awareness and Serve as Communications Focal Point for Health, Safety & Environmental Compliance Issues. Organize and conduct quarterly safety meetings that are chaired by the Office Deputy Director, and open to all office personnel. Safety team activities will be discussed at these meetings as well as an update on all abatement requirements resulting from various inspections.
- Streamline, review and update the GLNPO safety manual with emphasis on realistic, practical and regulatory required activities.
- Develop Health Safety and Environmental Compliance manual for the *R/V Mudpuppy*.
- Formulate and manage the GLNPO Health & Safety budget.
- Develop a new GLNPO tracking system for safety training and Medical Monitoring.
- Address recurring safety hazards identified on ships and in warehouse, specific emphasis on Hoods and HVAC on *R/V Lake Guardian*.
- Enhance office attitudes on safety, health and environmental compliance within the office through extensive communication on Lan and seminars on safety program.
- Informed team participation in Regional Health, Safety & Environmental Compliance Committee and Subcommittees. The four subcommittees are: Training; Security; Regional Issues; Personnel Protective Equipment.

Information Management and Data Integration Team

The purpose of the Information Management and Data Integration Team is to provide leadership and support to the GLNPO and the multiple agency Great Lake Program in storage and access to Great Lakes environmental information.

Quality Assurance Team

The purpose of the Quality Assurance Team is to support GLNPO's environmental data collection activities by providing the necessary resources and tools to assure the collection of data of known and appropriate quality.

The QA team serves three major functions. First and foremost the team **provides assistance** to GLNPO staff and cooperators to assure that studies produce data of appropriate quality. Secondly, the QA team functions in a role of independent **evaluation/oversight** to assure adherence to GLNPO QA policy/protocol. Lastly, the QA team develops various **documents** or products including policy statements, progress reports, plans and reports for major data collection activities.

Provide Assistance

- Assist in the development of QA project plans and data quality objectives
- Provide tools (software, guidance documents, technical expertise) for the development of QA products. These would include QA project plans, sampling designs, data quality assessments and QA reports.
- Provide training on various QA concepts.
- Maintain a QA Library.
- Act as a liaison with QAD (monthly conference calls) for policy information
- Attend national/bi-national QA meetings to keep abreast of QA improvements

Evaluation/Oversight

- Review and comment on QA project plans within 10 working days
- Assist in and/or implement data quality and technical systems audits
- Develop and implement RDMQ data verification software for base monitoring programs
- Use QATRACK as an evaluation tool for QA project plan development
- Serve as QA chair on various programs
- Develop QA reports for major data collection activities

Documentation

- Revise the GLNPO Quality Management Plan (yearly), distribute to GLNPO and submit to QAD
- Write the Yearly QA Report and Workplan for QAD and GLNPO Staff
- Write quarterly reports
- Write QA Program Plans
- Write QA Reports

Exotics Team

The purpose of the Exotics Team is to foster further understanding of the impact of exotic species on the Great Lakes Ecosystem and to further explore the management options for control and prevention of the further spreading of exotic species.